



POST TITLE	HIGHER LEVEL LEARNING SUPPORT ASSISTANT LEVEL 4
JOB PURPOSE	<ul style="list-style-type: none"> • Complement teacher's delivery of the National Curriculum • Contribute to the development of other support staff pupils and school policies and strategies. • Work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. • Planning, preparing and delivering learning activities for individuals/groups for whole classes. • Provide support for pupils, the teacher and school in order to raise standards of achievement (e.g. SEND. EAL & all underachieving pupils) by utilising specialist skills, assessing and management of classes. • Advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other LSAs • Encourage pupils to become independent learners. • Provide support for pupil's welfare and to support inclusion of pupils in all aspects of school life.
RESPONSIBLE TO	Classroom teacher/Phase Leader
RESPONSIBLE FOR	<p>Designated support staff, students on work experience, trainees and voluntary helpers with whom the post holder is working.</p> <p>Management and development of a specialist area within the school</p>
LIASING WITH (Working relationships)	Headteacher, Deputy Head, Inclusion Manager, Phase Leaders teaching & support staff, Governors, external agencies Community Groups and parents/carers
HOURS OF WORK	18 hours (Monday, Tuesday and Thursday) Term time + 5 days
GRADE OF POST	NJC Grade 7
CURRENT BASE	St Matthew's Church of England Primary Academy

DISCLOSURE LEVEL	Enhanced
MAIN /CORE DUTIES	<ul style="list-style-type: none"> • Supervise and provide particular support for pupils, including those with special/bilingual needs, ensuring their safety and access to learning activities. • Assist with the development and implementation of individual educational/Behaviour Plans and Personal Care programmes. • Establish constructive relationships with pupils and interact with them according to individual needs. • Promote the inclusion and acceptance of all pupils • Encourage pupils to interact with each other and engage in activities. • Set challenging and high expectations and promote self-esteem and independence. • Support pupils consistently whilst recognising and responding to their individual needs. • Provide detailed verbal & written feedback on lesson content, pupil's responses to learning activities and pupil behaviour to teachers and pupils. • Motivate & progress pupils learning by using clearly structured, interesting teaching and learning activities. • Promote independence and employ strategies and reward achievement of self-reliance. • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. • Organise and safely manage an appropriate learning environment & resource. • Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate. • Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. • Undertake marking of pupil's work and accurately record achievement/progress. • Support the teaching of the National Learning Strategy e.g. by delivering the ALS, ELS, FLS & Progress Units to groups of pupils. • Support the teaching of the National Numeracy & Literacy Strategies & assist pupils to access the full curriculum • In collaboration with class teachers develop/deliver lesson plans, IEP targets & learning objectives.

	<ul style="list-style-type: none"> • Assist teachers by implementing instructions from professional or specialist support staff involved in pupil's education. • Assist the class teacher in encouraging acceptance & integration of pupils with special needs or from different cultures and/or with different first language. • Administer /mark tests and invigilate examinations • Supervise pupils out of lesson times, including breaks/lunchtime before and after school as may be reasonably directed, & plan& organise playtime activities • Accompany teaching staff and pupils on visits and out of school activities and take responsibility for a group as may be reasonably directed.
OPERASTIONAL/STRATEGIC PLANNING	<ul style="list-style-type: none"> • Plan; prepare lessons with teachers, participating in all stages of the planning cycle, including lesson planning, evaluating and adjusting lessons/work plans. • Contribute to the planning of opportunities for pupils to learn in out of school activities in line with Academy's policies & procedures. • Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
SERVICE PROVISION	<ul style="list-style-type: none"> • Deliver structured and agreed learning activities/teaching programmes adjusting activities according pupil responses. • Deliver programmes linked to local and national strategies e.g. literacy numeracy, KS1 and early years. • Within an agreed system of supervision and within predetermined lesson framework teach whole classes. • Support the use of ICT in learning activities and develop pupils' competence and independence in its use. • Assist in the specific medical/care needs of pupils when specific training has been given • Undertake first aid. • Help pupils access learning through specialist support.
SERVICE DEVELOPMENT	<ul style="list-style-type: none"> • Work with other staff to look at ways to improve educational provision for pupils.
STAFFING& STAFFING DEVELOPMENT	<ul style="list-style-type: none"> • Manage other support assistants& undertake recruitment, induction, performance management, training and mentoring for other support assistants.

	<ul style="list-style-type: none"> • Undertake the monitoring arrangement and operation of probationary arrangements for designated support assistants. • Assist teachers in offering mentoring support & guidance to other support assistants undertaking formal training. • Provide appropriate guidance and assistance in the training and development of staff as may be reasonably directed. • Support & guide less experienced LSAs work in the classroom. • Lead the training, other learning activities for other support assistants when required. • Co-ordinate the utilisation of volunteer helpers.
RECRUITMENT/DEPLOYMENT OF STAFF	<ul style="list-style-type: none"> • Assist in the recruitment of other support staff.
QUALITY ASSURANCE	<ul style="list-style-type: none"> • Review one's practice and that of designated support staff to ensure that standards are maintained.
MANAGEMENT INFORMATION AND ADMINISTRATION	<ul style="list-style-type: none"> • Provide objective and accurate detailed verbal and written feedback and reports, as required, to the teacher/parents on pupil achievement, progress/problems and other matters ensuring the availability of appropriate evidence. • Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested. • Administer routine tests and undertake routine marking of pupils' work • Provide clerical/admin support e.g., photocopying, filing collecting money and produce worksheets for agreed activities. • Assist in the analysis of pupil's progress.
COMMUNICATIONS	<ul style="list-style-type: none"> • Maintain positive communications within the classroom, school, external agencies /professionals and home.
MARKETING & LIAISON	<ul style="list-style-type: none"> • Support the role of parents in pupils' learning and contribute to/lead meetings with parents. • Establish constructive relationships with parents/carers. • Promote actively the Trusts/Academy corporate policies. • Liaise sensitively and effectively with parents and careers as agreed with the teacher within your role/responsibility. • Contribute to /lead meetings with parents to provide constructive feedback on pupil's progress,

	achievement and behaviour, maintain sensitivity & confidentiality at all times in as agreed with the teacher.
MANAGEMENT OF RESOURCES OTHER THAN PEOPLE	<ul style="list-style-type: none"> • Develop & prepare resources for learning activities in accordance with lesson plans and in response to pupil needs. • Maintain general and specialist resources required to meet the relevant learning activity and assist pupils in their use.
CORPORATE RESPONSIBILITY	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as may be reasonably required.
OTHER SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out the duties in the most effective, efficient and economic manner. • To continue personal development in the relevant area. • To participate in the staff, review and appraisal process • Undertake safety & safeguarding training to ensure current knowledge of safety& safeguarding policies and legislation relevant to the areas is maintained. • The postholder may be required to undertake any duties normally associated with a lower graded LSA role.
GENERAL STATEMENT	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.
Date	October 2023

